

D R A F T
5 June 61

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REGULATION

PERSONNEL
1961

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CATEGORIES OF PERSONNEL

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Rescissions: (1) [REDACTED], dated 3 June 1953 and 15 November 1954
(2) Paragraph 2 of [REDACTED] dated 13 December 1954
(3) [REDACTED] dated 26 April 1951

1. GENERAL

This regulation describes the various categories of personnel in the Central Intelligence Agency, defines the intent of the Agency toward individuals serving in these categories, and establishes policies for the selection of Career Employees.

2. STAFF PERSONNEL

a. The term "staff personnel" includes staff employees and staff agents.

Such personnel are appointed under the authority of the Director of Central Intelligence to serve in an employment relationship which entitles them to normal benefits provided by Federal law or regulation for appointed employees except as otherwise provided in Agency regulations. A staff agent must meet the same employment standards as a staff employee but performs his services under cover and is appointed in pseudonym for security reasons. Staff personnel must be citizens of the United States.

b. Staff personnel are appointed in one of the following categories, depending on the planned use of the individual's services, the period during which it is expected that his services will be required, and his interest

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in and potential for career service with the Agency: Career Employee, Career-Provisional Employee, Reserve Employee, and Temporary Employee. These categories are defined below.

(1) Career Employees

- (a) Career Employees are staff personnel who, having attained age 25 and having served a provisional period of at least 3 years in CIA, are selected for long-term service in the Agency. The selection of an individual for Career Employee status will be based on his job performance, his personal conduct, evidence of his intent and capability to fulfill the obligations of the Career Service to which he is assigned, and his potential for long-term service in CIA.
- (b) Staff personnel who have met the above criteria and who are recommended for Career Employee status by the head of their Career Service may be converted to such status by the Director of Personnel with the concurrence of the Director of Security. Service as a Reserve Employee or in a non-staff status (see paragraphs 2b(3) and 3 below) may be credited, when requested by the head of the appropriate Career Service, toward the required three-year provisional period after review and decision by the Director of Personnel in each individual case.

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(2) Career-Provisional Employees

(a) Appointment

Staff personnel who are employed with the intention that they shall attain Career Employee status will be appointed as Career-Provisional Employees.

(b) Trial Period

An individual who is appointed as a Career-Provisional Employee will serve in a trial-period status for the first twelve months of his employment in CIA, during which time a determination of his suitability for continued employment in the Agency will be made.

(c) Selection for Career Employee Status

- (1) Career-Provisional Employees who are 25 or more years of age will be considered for Career Employee status by the head of their Career Service when they complete their three-year provisional period.
- (2) The Director of Personnel will coordinate a review of Agency records of each employee to be considered for Career Employee status, including records of the Office of Personnel, Office of Security, Office of Training, and the Medical Staff, and will refer pertinent information to the head of the employee's Career Service.
- (3) The head of the Career Service will carefully evaluate

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the individual's suitability for selection as a Career Employee and will recommend to the Director of Personnel either that the employee be converted to Career Employee status, or that action be deferred for a specific period not to exceed one year, or that the employee's Career-Provisional appointment be terminated because he has failed to meet career employment standards.

- (4) The head of a Career Service may request deferment of his recommendation concerning selection of an employee for career status whenever additional time is required to reach a decision about the employee's suitability or eligibility for such status. Circumstances under which deferment may be appropriate would include, for example, such situations as the recent assignment of an employee to the Career Service concerned, prolonged absence of the employee, or the existence of some condition making the employee temporarily unable to accept the full obligations of career status in the Career Service concerned. The Director of Personnel shall be responsible for ensuring that deferred cases are brought up for review at the end of the deferment period and that a specific and conclusive recommendation is made by the head of the Career Service within a reasonable period of time, generally not more than 30 days.

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- (5) The Director of Personnel will review the record and the recommendation of the head of the Career Service concerned in each case and take action either to formalize the employee's conversion to Career Employee status or to request approval of the Director of Central Intelligence to terminate the individual's Career-Provisional appointment under the authority contained in section 102(c) of the National Security Act of 1947, as amended.
- (6) When an individual's Career-Provisional employment is terminated because he has failed to meet career employment standards, the effective date shall be established by the Director of Personnel in consultation with the head of the Career Service concerned but shall be not less than 30 and not more than 180 days following approval by the Director of Central Intelligence of the recommendation for termination.
- (7) An individual whose Career-Provisional employment has been terminated because he failed to meet career employment standards may be considered for employment in a Temporary, Reserve, or contractual capacity if an appropriate requirement for his services exists.

(3) Reserve Employees

- (a) Staff personnel who are employed with the intention of serving in a non-career status for a period of more than one year but

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not to exceed five years will be appointed as Reserve Employees.

Reserve appointments may be renewed for additional periods of five years or less upon recommendation of the Deputy Director concerned.

- (b) Reserve appointments will be used to meet requirements for personnel when such requirements are believed to be of less than five years duration or to employ specialists or other individuals possessing special qualifications which are urgently needed by the Agency but who do not desire a career with the Agency.
- (c) Reserve Employees who demonstrate potential for and interest in a career in CIA may be selected as Career Employees, if otherwise eligible, upon the recommendation of the head of the Career Service concerned.

(4) Temporary Employees

Staff personnel who are employed with the intention of serving in a non-career status for a period of one year or less are appointed as Temporary Employees. Temporary Employees are employed to meet Agency requirements not expected to last more than a year or to fill seasonal jobs or continuing positions that are temporarily vacated.

3. NON-STAFF PERSONNEL

- a. The following groups of individuals are non-staff personnel:

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(1) Contract Personnel

Contract personnel are individuals whose services are acquired to meet Agency needs which, because of the nature of the duties to be performed or the qualifications required, cannot be met by the assignment of staff personnel. The Agency's relationship with these individuals is established in their contractual agreements.

(2) Consultants

Consultants are individuals with unusual or special skills, knowledge, or experience who are employed to serve in an advisory capacity. The Agency's relationship with these individual's is established in their contractual or employment agreements.

(3) Detailed Personnel

Detailed personnel include military personnel and civilian employees of other Government establishments whose services are acquired on detail to perform particular duties in CIA. Detailed personnel are associated with the Agency for periods specified by agreement with their parent organizations and receive the benefits to which they are entitled as members of such organizations.

- b. Policies concerning the procurement and utilization of the services of contract personnel, consultants, and detailed personnel are contained in Agency regulatory issuances which are applicable to these respective groups.

6 June 1961

MEMORANDUM FOR: Deputy Director (Intelligence)
Deputy Director (Plans)
Deputy Director (Support)
Inspector General
General Counsel

SUBJECT : Coordination of Proposed Regulation [REDACTED]
Categories of Personnel

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1. In accordance with our discussion at the Career Council meeting on 25 May 1961, I am attaching for your further consideration and review by your staff officers a draft regulation redefining the basic categories of personnel used by the Agency. This regulation would rescind Regulation [REDACTED] Personnel Policy which is now in effect and would replace Regulation [REDACTED] Career Staff of the Central Intelligence Agency, which was rescinded effective 7 February 1961.

2. You will recall that the Career Council recommended, and the Director of Central Intelligence approved, changes in the requirements for membership in the Career Staff as well as in the mechanism for selecting personnel for career employee status. Specifically, the Council recommended that a minimum age requirement of 25 be established in addition to the three year service requirement and that primary responsibility for the selection of individuals for career employee status be assigned to the heads of Career Service. These changes have been reflected in the attached draft. The Council also discussed the desirability of changing terminology to avoid confusion among the terms Career Service Program, the Career Services, and the Career Staff. This has been accomplished by adopting the term Career Employee to describe the individuals who comprise the Career Staff and discontinuing use of the latter term.

3. The attached draft is intended to define more precisely the standing of individuals who are potential Career Employees but who have not met the age and service requirements to be considered for such status. It also specifies the action to be taken if an individual fails to be selected for Career Employee status. It provides for employment on a term basis (either Temporary or Reserve) of individuals who may be needed for specific requirements but who are ineligible for or not interested in career employment.

4. This draft is silent on the advantages and obligations inherent in Career Employee status beyond those generally stated or implied in the definition of this category. Our objective in this regulation is to establish an appointment structure which will differentiate among the kinds of employees engaged by the Agency in terms of significant differences in their intended use and the duration of their employment. It is believed that such an appointment structure will permit far more effective application of the existing Agency program of personnel management and in particular will foster the continuing evolution of a strong career service in the Agency.

5. In putting this new regulation into effect, we believe that we should automatically convert employees who are now members of the Career Staff to Career Employee status and apply the new requirements and selection processes to those who have not been previously selected into the Career Staff.

6. Because the rescission of Regulation [REDACTED] has created a number of questions regarding the status of members of the Career Staff and has generally been the source of confusion about the Agency's intentions regarding career service, we are anxious to obtain your approval of this regulation at an early date. Would you let us have your comments or concurrence as soon as possible so that this material can be put in final form for publication.

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[REDACTED]
Acting Director of Personnel

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Attachment

Distribution:

15 each to DD/I, DD/P, DD/S
3 each to IG, Gen Counsel

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